(A) **Policy Statement**

The laboratory will not perform laboratory testing on UTMC employees, family, or friends without specific request from a physician.

(B) **Purpose of Policy**

Prevention of unauthorized processing/assaying of laboratory tests on UTMC employees.

(C) **Procedure**

1. All requests for testing on employees, friends, and family members must be accompanied by a physician’s order.
2. Patients must be registered, and all tests performed must be ordered per physician request.
3. Results are sent to the ordering physician and may be accessed through the physician or the Patient Portal. Do not release results to the employee unless a medical records release form is signed by the employee. These can be found in the front office or at any of the UTMC draw sites. Employees may access their own results through the patient portal.